



Minutes
Public Records Board
November 10, 2014; 1:30pm – 4:00pm
Legislative Audit Conference Room
22 East Mifflin Street, 4th Floor

Board Members Present: Matt Blessing, Sandra Broady-Rudd, Mary Burke, Bryan Naab, Melissa Schmidt, and Peter Sorce

Board Members Excused: Carl Buesing

1) Call To Order: 1:29 PM

2) Minutes from August 18, 2014: The Board reviewed the draft minutes. Mary Burke moved, seconded by Sandra Broady-Rudd, that the minutes be approved as amended. The motion passed unanimously.

3) Comments from Chair: The Board Chair, Matt Blessing, announced that Mary Burke, Designee of the Attorney General (AG), is leaving the Department of Justice at the end of November. Mary Burke thanked everyone for their help during her tenure on the Board. She noted the incoming AG, Brad Schimel, will choose a Designee when he takes office early next year. Matt thanked Mary for her efforts and dedication to the Records Management Committee and the Board.

4) Committee Reports

a) Records Management Committee

- i) **4th Quarter Index:** Committee Chair, Bryan Naab, noted that this quarter's PRB Records Series Index submissions included the renewal of the Information Technology Business Records General Schedule (IT GRS). The Committee recognized and appreciated the efforts of the workgroup which updated the IT GRS. Bryan Naab moved, seconded by Mary Burke, that the Public Records Board Records Series Index be approved as submitted. The motion passed unanimously.
- ii) **GRS Introduction & Template:** Kathryn Egeland reviewed the history and work done to the two documents distributed for review prior to the Board meeting: Introduction to General Records Schedules and General Records Schedule template. There was a brief discussion on the documents. The Board asked that the section on 'Repositories' in the Introduction piece be reviewed to ensure the language is correct and current. The Introduction will be posted on the Public Records Board website and the template will be made available to all future General Schedule workgroups. Matt Blessing moved, seconded by Mary Burke, that the General Records Schedule Introduction and General Records Schedule template be approved to include the pending minor edits. The motion passed unanimously.
- iii) **PRB-001 Revisions:** Georgia Thompson reviewed the history and proposed revisions to the PRB-001 form. She noted official changes to the final form can only be made by the DOA Forms Officer. The Board reviewed and discussed the draft document which was distributed prior to the meeting. Board members suggested additional language edits. Matt Blessing moved, seconded by Peter Sorce, that the revised language, including suggested edits, to PRB-001 be approved. The motion passed unanimously.
- iv) **Training Materials:** Abbie Norderhaug reviewed the history and intent of the seven training documents being presented for review and approval. The training documents include four single page fact sheets and three Power Point presentations. These pieces are the beginning of a larger toolkit that Record Officers can use to facilitate training within their agencies. Board members

expressed their thanks to the Training Committee for their considerable efforts to create high quality documents. The materials will be posted on the Public Records Board website. One edit was suggested and will be incorporated in to the final documents. Mary Burke moved, seconded by Sandra Broady-Rudd, that the training materials, including the edit, be approved. The motion passed unanimously.

b) Records Resource Management Committee: The Committee Chair, Sandra Broady-Rudd, stated that the Committee meets every other week. The Committee is making good progress drafting a guidance piece on the topic of social media. Their next steps will be to begin vetting a final draft for review.

c) Records Officer Council

- i) **General Schedule Updates:** The Council Chair, Georgia Thompson, noted the IT GRS renewal was approved earlier on the agenda. She went on to state that Diane Vultaggio and Teresa Weidemann are co-chairs of a workgroup which is reviewing four general schedules that sunset in 2016: Forms, Records, Mail, and Library. Renewal submissions are expected by the second quarter 2015. The Council has been collecting revision suggestions for the Administrative General Schedule (GS) which may be submitted for review in the first quarter of 2015. The workgroup drafting Public Information Office/Communication Office retention schedules began meeting and intend to have submissions for review in the second quarter of 2015. These schedules will be added to the Administrative GS.
- ii) **Committee Updates:** Georgia thanked the Record Officers that participate on the Council for their hard work this past year. She announced that the Council is discussing an annual Records Management Workshop which would be initially held in the fall of 2015.

d) Policy Committee: Committee Chair, Matt Blessing, stated the committee did not meet this past quarter. He shared a few updates on a previously discussed topic, the Milwaukee County Historical Society (MCHS). The MCHS is unique because it manages the local unit of government archives for Milwaukee County based on Wis. Stat. § 19.21. The Wisconsin Historical Society manages the local unit of government records for the remaining 71 counties in the state. Matt also briefly discussed the role of the Waukesha County Historical Society.

5) Other Business

a) 2015 Schedule: The Board Chair, Matt Blessing, asked Board members present if anyone had scheduling conflicts with the proposed 2015 schedule. No conflicts were noted. The 2015 schedule was approved by consensus.

b) DWD – GEF 1 Fire Presentation: Dawn Bluma, Record Officer, and Jaymz Touchstone, Continuity Of Operations Planner, both with the Department of Workforce Development, gave a presentation on the May 16, 2014 fire in the GEF-1 Building. They spoke specifically about records management during and after the incident and recounted actual events of the days and months following the fire. The fire caused the relocation of 995 staff members to 19 different locations. Dawn and Jaymz shared the challenges they faced, lessons learned, and next steps they will take to improve emergency plans in the records management area. They informed the Board that 37.2 pallets of boxes were removed from GEF-1 and cleaned using an o-zone chamber. When inspected most of the boxes of paper did not contain actual records. Of the boxes removed from the building, approximately 10% were disposed of and did not return to the building.

c) Guidelines for the Management and Retention of Public Records Email Discussion: Mary Burke reviewed the status of the ad hoc committee's work to revise the current email guidance document. She distributed a draft of the document and explained the work to date in detail as this will be her last Board meeting. The Committee suggested next steps but recognized these won't take place until Mary's successor is named and the Committee is reconstituted. The suggested steps are: add a broader range of members including IT and records management staff, review and update the ancillary pieces of the

document, and explore the possibility of two separate documents for state agencies and local units of government.

d) County General Schedule: The discussion of the County General Schedule was tabled.

Meeting Adjourned at 3:36 PM.

Next scheduled meeting: March 9, 2015, 1:30 – 4:00pm, Legislative Audit Bureau, Conference Rm, 4th Floor.